

ADMINISTRATIVE - INTERNAL USE ONLY

29 APR 1974

MEMORANDUM FOR: Chief, Real Estate and Construction
Division, OL

SUBJECT : Planning Staff for New ESE Building at
Headquarters Site

REFERENCE : Memo dtd 1 Feb 74 to DD/M&S fm D/L,
Subject: Proposed Structure of an
Organization to Implement a New ESE
Building at Headquarters Site

Glenn:

Mr. Brownman has approved the establishment of a Planning Staff for the subject new building as outlined in the referent memorandum. However, there are two caveats to this approval:

a. The staffing for this Planning Staff will be on a contract rather than a staff basis.

b. While our referent paper called for an initial staffing of one secretary and six project officers, with a followon requirement for two draftsmen and one additional secretary, in all probability, we will be restricted in the initial phase to one secretary and four project officers (or five project officers, if you feel the secretarial requirements can be handled otherwise).

Based on the above, it is suggested that, although we have not been given the contract ceiling at the moment, you undertake, with to levy requirements on an immediate basis for the early recruitment of the necessary skills.

STAT

STAT

Francis J. Van Damm
Director of Logistics

cc: ADD/M&S
C/P&TS/OL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Logistics
1206 Ames Center Building

EXTENSION

NO.

DATE 29 April 1974

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, RECD/OL
906 Ames Center Bldg.

4/29 4/29

g

Glenn:

The following note was sent with the ADD/M&S copy:

2.

3.

c/BPS

4/29 4/29 ATZ

"Jack:

Attached is my memo to [redacted] based on your conversation with me last week. This memo should close the loop for the moment on the Planning Staff, and we will keep you advised as to what progress we make on recruitment."

4.

5.

c/BPS

6.

For your records.

7.

S

8.

9.

10.

C/RECD

11.

GLENN:

12.

Spoke w [redacted]

13.

ON 5/1 AND 5/2 ABOUT OUR REQUIREMENTS

14.

GENE WILL MEET WITH RECRUITERS NEXT

15.

WEEK TO PREPARE THE WAS KING 5/3 2283.

g 5/5

Tony:

Looks like "press on with recruiting" to me.

g